

ACCOUNTING SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions in this class classification are responsible for the activities of either the Accounts Receivable or the Accounts Payable section of the Accounting Division. Incumbents train and supervise clerks whose work is directed toward ensuring accurate billing for utility services, maintaining accounts receivable records, or accurately processing invoices, payments of expenditures, and the payroll.

Incumbents work under the direction of the Accounting Manager, and supervise four to five Accounting Clerks.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees and participates in the utility billing process, the maintenance of a ledger recording utility account transactions, adjusting bills, calculating and prorating bills, interdepartmental invoicing, and balancing receipts with records of account balances.

Oversees and participates in the examination, verification, and recording of invoices, material receipts, requisitions, as well as issuing checks. Also oversees and participates in processing pension fund payments, workers compensation payments, and the payroll.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the process, methods, and materials of either utility billing and governmental accounts receivable or governmental accounts payable and payroll function.

Knowledge of bookkeeping and accounting principles and procedures.

Knowledge of the interrelationships of accounts, funds, and fiscal reports.

Ability to perform arithmetic computations, with speed and accuracy.

Ability to use a computer terminal.

Ability to establish and maintain effective working relationships with employees, vendors and the public.

Skill in the use of business calculators and computer terminal.

DESIRABLE TRAINING AND EXPERIENCE

Completion of high school supplemented by college level course work in accounting, and extensive experience in either government and utility accounts receivable or accounts payable work; or an equivalent combination of education and experience.